

**UNITED STATES DISTRICT COURT
EASTERN DISTRICT OF NORTH CAROLINA**

Case Administrator/Courtroom Deputy

Vacancy Announcement No: 14-01

Location: Raleigh, NC

Salary Grade/Range: CL 24 (\$35,761 - \$58,137)*

Promotional Potential: CL 25 (\$39,502 - \$64,207)

*Depending upon experience and qualifications

Opening Date: January 10, 2014

Closing Date: Open Until Filled**

Description of Vacancy:

The U.S. District Court for the Eastern District of North Carolina is seeking qualified applicants for a full-time Case Administrator/Courtroom Deputy. This individual performs a variety of functions to support the court and serve the bar and the public. The Case Administrator/Courtroom Deputy will be assigned to Chief U.S. District Judge James C. Dever III and will be responsible for the case management of and courtroom proceedings for all civil cases assigned to him. Representative case management duties include, but are not limited to, preparing case related correspondence; issuing summonses; reviewing documents for conformity with the federal and local rules and the policies of this district; photocopying and scanning documents; making docket entries in the Case Management/Electronic Filing System (CM/ECF); serving notices, orders, and judgments; running case management reports in CM/ECF to monitor deadlines; managing the progression of cases from case opening to final disposition; creating and distributing the judge's calendar; and responding to case-related telephone inquiries from attorneys, self-represented litigants, agencies, and the public. The Case Administrator/Courtroom Deputy will assist the judge with the courtroom proceedings which includes, but is not limited to, coordinating the setup of the courtroom, managing exhibits, assisting jurors, preparing the minutes of the proceeding, and collecting and preparing statistical reports. Although this position is primarily responsible for civil matters, the incumbent will work closely with the criminal Case Administrator/Courtroom Deputy and is expected to become fully cross-trained in criminal case management and courtroom proceedings in order to assist and support other team members. Knowledge of civil litigation, the Federal Rules of Civil Procedure, the Eastern District of North Carolina Local Rules of Practice and Procedure, and the CM/ECF User's and Administrative Policies and Procedures Manuals is essential. Knowledge of the Federal Rules of Criminal Procedures is also preferred. The Case Administrator/Courtroom Deputy may be required to work in excess of a regular eight-hour day or to work an altered work schedule to support the operation of the court, without additional compensation.

Qualifications:

To qualify for the position, an individual should have at least one year of progressively responsible administrative experience which provides knowledge of office clerical procedures involving the routine use of keyboard skills and the use of specialized terminology and demonstrated ability to apply a body of rules, regulations, directives, or laws. A candidate must possess the ability to communicate information accurately, professionally, and in a timely manner to individuals within and outside the court unit. The Case Administrator/Courtroom Deputy must be a self-

starter, extremely detail-oriented, and possess exceptional organizational and oral and written communication skills. The candidate must be able to work calmly under pressure and to adapt easily to change. The candidate must be proficient in WordPerfect, Microsoft Word, Adobe Acrobat, and able to work in additional Windows-based applications. A judicial employee must maintain a professional appearance and demeanor at all times. Extensive legal experience in a law office or in a court is preferred. Civil case management experience, to include electronic case management, is preferred. A college or law degree is also preferred.

Conditions of Employment:

Applicants must be United States citizens or lawful permanent residents actively seeking citizenship. Applicants will be required to submit to a background investigation (including references, criminal history, and credit history) prior to an offer of employment being made. The person selected for this position will also be required to submit fingerprints for an FBI background check.

Benefits:

Judicial Branch employees are considered "at will" employees and are not subject to the employment regulations of competitive service. However, judiciary employees are entitled to benefits similar to those of other government employees including: paid annual and sick leave, ten paid holidays per year, health and life insurance, a flexible benefits program, a portable retirement plan with matching contributions, flexible work schedule, and a professional environment. Salary will be based on experience and qualifications. Electronic Fund Transfer (EFT) for payroll deposit is required.

Application Procedures:

All interested persons should submit an application package which is to include a PDF version of the following documents: a cover letter, resume, three references, and the official AO 78 Application Form. The official AO78 application may be obtained at <http://www.nced.uscourts.gov/employment>. Preference will be given to application packages that are received by the first/interim cutoff date.

Application packages should be emailed to: NCE_HumanResources@ncep.uscourts.gov

Travel and relocation expenses will not be reimbursed. This agency provides reasonable accommodations to applicants with disabilities. All employees are required to adhere to the "Code of Conduct for Judicial Employees" which is available for review upon request. The court reserves the right to modify the conditions of this job announcement, to withdraw the job announcement, or to fill the position at any time before the closing date (if a closing date is noted), any of which actions may occur without any prior written or other notice. Due to the volume of applications received, only candidates in consideration for this position will be contacted.

-THE COURT IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER-